

October 14, 2004

WEST VIRGINIA BULLETIN NO: WV360-5-02

SUBJECT: PER – Thrift Savings Plan (TSP) Open Season

Purpose: To provide information regarding the current TSP Open Season

Expiration Date: This bulletin expires December 31, 2004

TSP Open Season is here again, October 15, 2004 – December 31, 2004. Changes will not be effective before pay period 25. TSP has undergone many changes and Human Resources will keep you informed as they happen. Please remember, TSP is an important benefit designed to help you save for the future and offers a choice of five investment funds from which to choose.

This open season, TSP is allowing FERS employees the opportunity to contribute up to 15% of their basic pay and CSRS employees may contribute up to 10% of their basic pay. Contributions may be changed directly via the web at <https://www.nfc.usda.gov> on the NFC Personal Page.

Also, as a reminder, employees that are age 50 or older and contributing the maximum amount to their TSP account are eligible to participate in the “Catch-Up” contribution program. Eligible employees may contribute up to \$4,000 this year. Elections for this may be done anytime during the year the employee reaches eligibility as long as they do not exceed the annual amount and are at least 50. All elections for this should be processed on a TSP-1-C and all elections have to be renewed yearly.

Allocations of contributions may be made directly using the TSP website www.tsp.gov or the ThriftLine at 504-255-8777 or submitting a Form TSP-50 directly to TSP. Employees are encouraged to use the TSP website or ThriftLine to allocate their funds. In order to access your account, you will need your social security number and your PIN number. If you have misplaced your PIN, you may request a new one online. If you are new to TSP and have never made a contribution before, all contributions to your account will be invested in the G Fund until you make an allocation.

To redistribute money already in your account, you must make an interfund transfer. To allocate how your monies are to be distributed from your pay, you need to process and contribution allocation.

You should read the Summary of the Thrift Savings Plan for Federal Employees, so that you can make informed decisions. You may obtain a copy of the Plan Summary via the web (on the TSP website) or from Human Resources. If you have any questions regarding TSP, please contact your Human Resources Office at 304-284-7552 or information may be obtained from the TSP website at www.tsp.gov.

/S/Charlotte Wertz Acting for

**LILLIAN V. WOODS
State Conservationist**

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